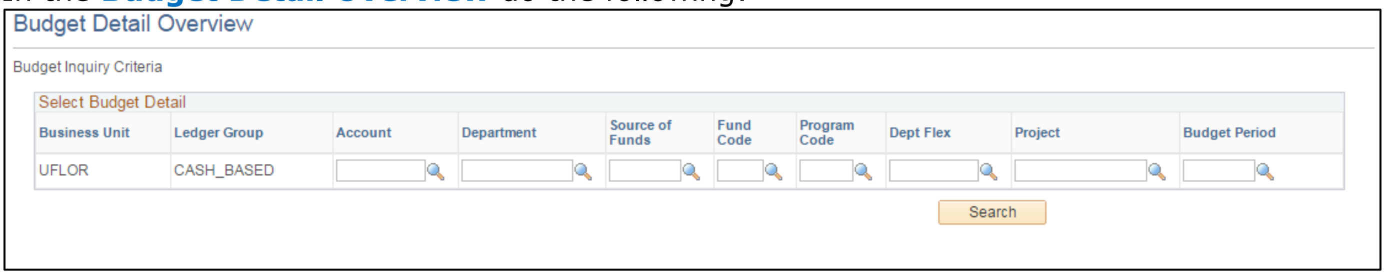
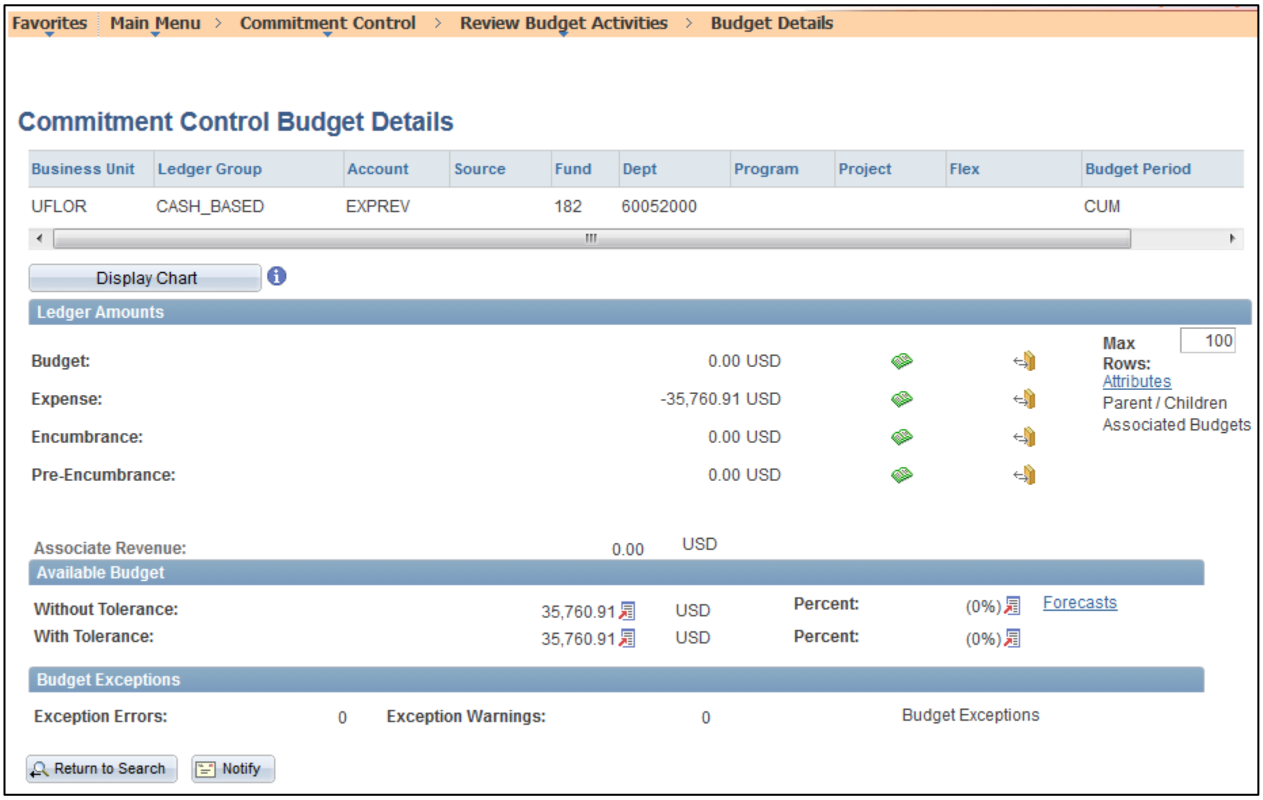
Reviewing Transactions in PeopleSoft

1. In **my.ufl.edu**, go to:
    a. **Main Menu > Financials > Commitment Control > Review Budget Activities > Budget Details**
2. On the **Ledger Group** section, click the look up ( ) button.
3. Select the **CASH_BASED** ledger group from the **Search Results** list.
4. Click the **Search** button.
5. In the **Budget Detail Overview** do the following:



    a. In the **Department** field and enter your department ID (e.g. "**6035XXXX**")
        i. If you do not know your department ID, do the following:
            1. click on the magnifying glass
            2. Change the **Description** criteria from **begins with** to **contains**
            3. Type in your county name in the description field and click the **LookUp** button.
            4. Select the **department** that AG- and the county name. *For example, Lake County would be AG-Lake*
    b. In the **Fund Code** field enter the fund code (e.g. "**171**" or "**182**")
    c. Click the **Search** button.
6. Scroll to the right and the select the **View Details**

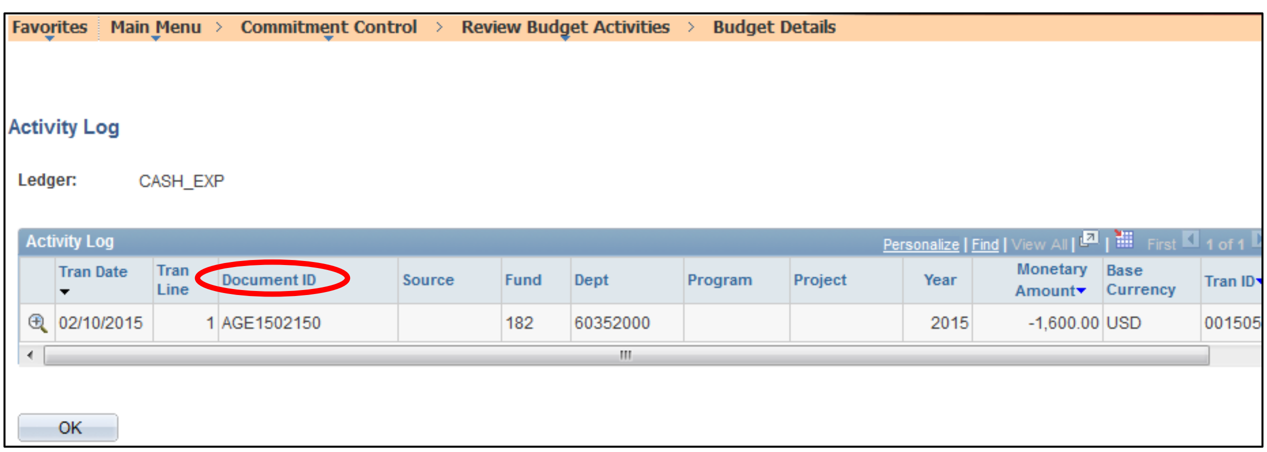
7. On the **Budget Details** page



8. On the **Max Rows** box, change the "**100**" to "**9999**" and press enter.

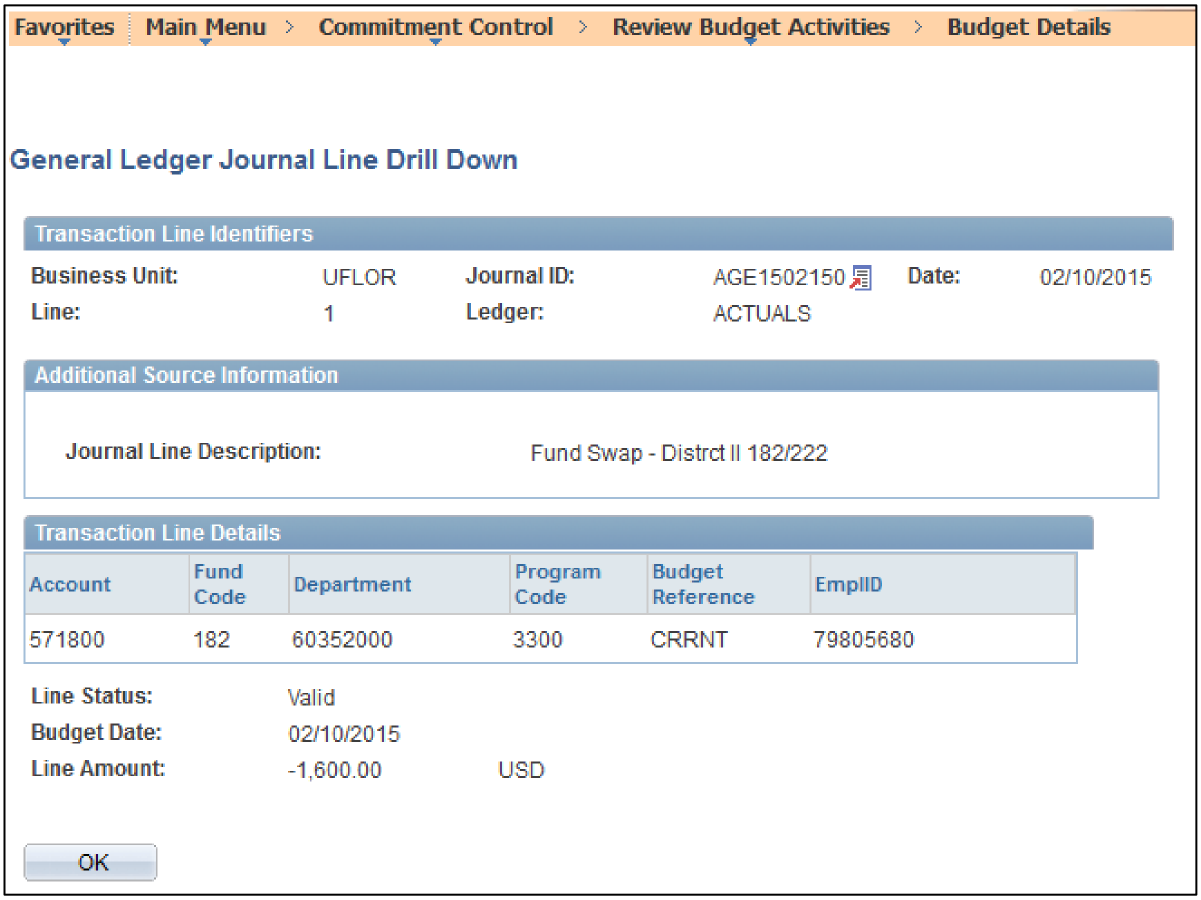
9. Click the **Drill to Activity Log** button of the **Expenses**.

10. On the **Activity Log** page



11. The **Document ID** is the reference number for the transactions.

12. Click the "**Drill Down**" () button to see additional information, such as ChartField.



Favorites | Main Menu > Commitment Control > Review Budget Activities > Budget Details

General Ledger Journal Line Drill Down

Transaction Line Identifiers

Business Unit:	UFLOR	Journal ID:	AGE1502150	Date:	02/10/2015
Line:	1	Ledger:	ACTUALS		

Additional Source Information

Journal Line Description: Fund Swap - Distrct II 182/222

Transaction Line Details

Account	Fund Code	Department	Program Code	Budget Reference	EmplID
571800	182	60352000	3300	CRRNT	79805680

Line Status: Valid
Budget Date: 02/10/2015
Line Amount: -1,600.00 USD

OK